Nasal Naloxone for EMS Agencies E-Gift Financial Officer User Guide

Licensed EMS Agencies

Once you have been identified as the Financial Officer by the Authorized Agent for a licensed EMS agency you will receive an email similar to the text below:

The Virginia Office of Emergency Medical Services (OEMS) has received a grant application for AGENCY NAME. This grant application cannot be processed until your electronic signature has been received.

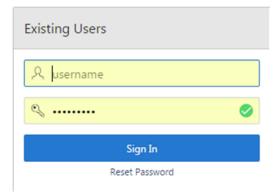
Please Click here here to log in with your Username "XXXX" to complete this portion of the application process.

Please <u>Click here</u> here if you want to reset your password.

If you need assistance singing the grant, view the Financial Officer User Guide at <u>User Guide</u>. For technical assistance contact OEMS-AppSupport@vdh.virginia.gov.

PLEASE DO NOT REPLY TO THIS MESSAGE: This is a system-generated email. Replies will not be read or forwarded for handling. (Message ID#)

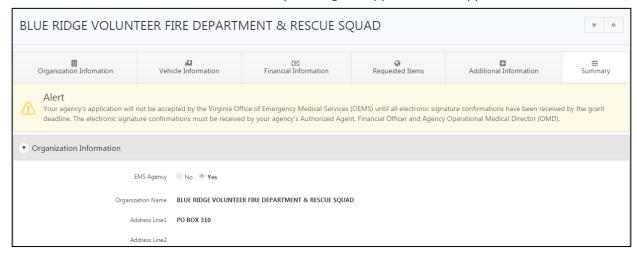
Upon receipt of this email click the link included in the text of the email and log into the E-Gift application using the credentials provided in the email. If you did not receive an email, you can log on to EGIFT by going to the following link: https://vdhems.vdh.virginia.gov/emsapps/f?p=147



Once you have successfully logged into the system your home screen will display as follows:



Select the REVIEW GRANT icon and a summary of the grant application will appear.



Review the grant application and:

- Enter and REVIEWER COMMENTS if needed
- Select the check box for the financial officer
- Type your name in the SIGNATURE box

You may then APPROVE, DENY and/or PRINT APPLICATION. Please PRINT APPLICATION prior to approving/denying grant application, this grant application can not be edited by the financial officer.

NOTE: If you deny the grant application, the authorized agent will be contacted, they will need to correct the application and the application will then need to go through the entire approval process again before accepted by OEMS.

